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Arrangements for the high-level meetings and the general debate of the sixty-second session of the General Assembly in September 2007

United Nations Headquarters, 24 September to 5 October 2007

Information note to delegations

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I. Introduction

1. At the commencement of the sixty-second session, on Monday, 24 September 2007, the Secretary-General will host a high-level event entitled "The future in our hands: addressing the leadership challenge of climate change". The general debate will be held immediately thereafter, from Tuesday, 25 September to Wednesday, 3 October 2007.

2. Information pertaining specifically to the organization of the above-mentioned high-level event is provided in document A/INF/62/3/Add.1.

3. The General Assembly, by its resolution 61/269 of 25 May 2007, also decided to convene the High-level Dialogue on Interreligious and Intercultural Understanding and Cooperation for Peace on 4 and 5 October 2007.

II. Arrivals and departures

Port-of-entry arrangements for Heads of State/Government, Vice-Presidents and Crown Princes

4. Member States, through their Permanent Missions and in coordination with the host country and host city authorities, are responsible for compliance with all host country requirements with regard to entry formalities. They are also responsible for all arrangements, such as travel to New York City, transit, ground transportation, attention to special health and medical considerations, secretariat and telecommunication services, and for the delegation's programme of activities that are not related to the high-level meetings and the general debate.

Procedures at United Nations Headquarters during the period of the high-level meetings and the general debate of the sixty-second session of the General Assembly, 21 September to 3 October 2007

5. The host country will provide transportation and security protection to Heads of State/Government and some heads of delegations during their stay in New York. The size of the motorcade will be determined by the host country law enforcement authorities and in accordance with the established threat assessment of the VIP. Only identified motorcades of Heads of State/Government and high-threat-level motorcades will be allowed to enter the United Nations through the 43rd Street gate and discharge their VIPs at the Delegates Entrance, exit via the 45th Street gate and stand by at the designated staging area. Permission for staging at the Secretariat Circle will be granted only for high-threat-level motorcades. All escorted low- and medium-threat-level motorcades and unescorted motorcades will discharge their VIPs further down First Avenue at the 46th Street gate. VIPs will then be directed to the southbound gate of the 46th Street entrance and proceed to the screening point at the Delegates Entrance.

6. A motorcade desk will be established on the first floor, north of the Delegates Entrance (GA-101), to facilitate communication to security components upon the departure of VIPs.

7. Strict adherence to the following requirements will ensure the timely and secure arrival of all parties:

(a) All persons travelling in motorcades will be required to wear a valid United Nations photo identification. A secondary pass (six plus four) will be required in order to proceed to the restricted areas, e.g., 2nd floor and General Assembly Hall. Entry to the restricted areas will require compliance with security screening procedures;

(b) With the exception of identified motorcades, all vehicles will require a special entry permit to enter the complex. The permits are available through the Garage Administration (room CB-021; tel.: (212) 963-6212).

III. Schedules, list of speakers, statements, documentation and interpretation

Plenary meetings

8. The general debate will begin on 25 September 2007 in the General Assembly Hall and continue until 3 October 2007. From 25 to 28 September, meetings will be held from 9 a.m. to 1 p.m. and from 3 to 7 p.m. From 1 to 3 October, meetings will be held from 10 a.m. to 1 p.m. and from 3 to 7 p.m.

9. The High-level Dialogue on Interreligious and Intercultural Understanding and Cooperation for Peace will consist of three plenary meetings — one on the morning of 4 October 2007 and two on 5 October 2007 — and an informal interactive hearing with representatives of civil society on the afternoon of 4 October 2007.

10. The list of speakers for the general debate and the High-level Dialogue is available in rooms S-2925 and S-2940B. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division (room S-2940B; tel.: (212) 963-5063; fax: (212) 963-3783).

11. A minimum of 30 copies of the text of statements to be delivered at the high-level meetings should be submitted in advance to the Secretariat; failing this, delegations are urged to provide six copies for the interpreters before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required. For distribution of the texts of statements to the press, please see section XII below.

12. Given the security arrangements in place for the high-level meetings, texts of statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 8 and 9.30 a.m. by a delegation representative in possession of a valid United Nations building pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter. Texts of speeches will be accepted only on the same day that they are to be given.

13. Only official documents of the high-level meetings, that carry a General Assembly document symbol and texts of statements to be delivered in plenary meetings will be distributed in the General Assembly Hall.

14. Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages. In such cases, in accordance with rule 53 of the rules of procedure of the Assembly, the delegation in question must provide either an interpreter from the non-official into an official language or a written text of the statement in one of the official languages to be read out by a United Nations interpreter. On the basis of this interpretation or the written text which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. When a written text is provided, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance through the Planning and Meeting Servicing Section (tel: (212) 963-8114; fax: (212) 963-7405; e-mail: emeetsm@un.org).

IV. List of delegations

15. A list of delegations to the sixty-second session of the General Assembly will be published by the Protocol and Liaison Service. Missions are kindly requested to submit a comprehensive official list of delegations, including the functional titles and affiliations of each member, to the Chief of Protocol (room S-0201; fax: (212) 963-1921) as soon as possible. In order to avoid confusion, **any changes to the original list should be sent separately**, bearing in mind that such changes should not be incorporated into the list previously submitted to the Protocol and Liaison Service. Missions are encouraged to transmit their comprehensive lists of delegations first electronically to sutliff@un.org, followed by a signed copy to be delivered to the Protocol and Liaison Service.

16. Each delegation shall "consist of not more than five representatives, and five alternate representatives, and as many advisers and experts as may be required" (rules of procedure of the General Assembly, sect. III, rule 25). With the exception of a Head of State/Government, Crown Prince/Princess, Vice-President or Minister for Foreign Affairs, who would be listed as the head of delegation ex officio during his/her presence at the session, all other heads of delegations shall be counted as one of the five representatives. If the five representatives and five alternate representatives are not specified as required by the rules of procedure of the General Assembly, the first 10 members of the delegation in the order of their listing will then be considered as representatives and alternate representatives, for the purpose of publishing the lists of delegations. The names of members of media and security accompanying a Head of State/Government should be forwarded to the Media Accreditation Unit and not included in the official list of delegations. All documents, forms and information material on the sixty-second session of the General Assembly issued by the Protocol and Liaison Service may be accessed at the Protocol website: missions.un.int/protocol.

V. Registration and accreditation

17. Accreditation of official delegations and members of the parties of Heads of State/Government, Crown Princes/Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations, together with the SG.6 form entitled "Registration of members of delegations to temporary meetings",[1] duly filled out, to the Chief of Protocol (room S-0201; fax: (212) 963-1921) .

18. Once the lists of delegates, together with the SG.6 forms, are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner, representatives of Permanent/Observer Missions are requested to collect the authorized applications 48 hours after submission to the Protocol and Liaison Service and deliver them to the delegates for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized application and a valid United Nations grounds pass. Otherwise, delegates who are in need of a photo ID are required to come with their SG.6 forms to the Pass and Identification Office, 45th Street and First Avenue, to have a photo taken and a pass processed.

19. Heads of State/Government, Vice-Presidents, Crown Princes/Princesses and their spouses will be offered VIP passes without photographs. Deputy Prime Ministers, Cabinet Ministers and spouses thereof will be provided with VIP passes with photographs. In order for a VIP pass to be issued, appropriate requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

20. Delegations wishing to send colour photographs by e-mail to the Protocol and Liaison Service must scan the official letter and photograph and send them together, in one complete package, to curran@un.org. Colour photographs must be in jpeg format only.

21. A separate list specifying the names of the members of the party of the Head of State or Government who require access to the United Nations — as well as their occupations (aides de camp, interpreters, physicians etc.) — must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: (212) 963-2687). Passes for media personnel will be handled by the Media Accreditation Unit (tel: (212) 963-6934).

22. Working hours of the Accreditation Unit in the Protocol and Liaison Service ((212) 963-7181) and the United Nations Pass and Identification Office (ground floor of the UNITAR Building, 45th Street and First Avenue (212) 963-7533), in the days prior and during the general debate, will be posted at the Protocol website (mission.un.int/protocol) and at the entry to each respective office at the latest by 4 September 2007.

[1] SG.6 forms may be downloaded from the following website: http://missions.un.int/protocol.

VI. Welcoming reception

23. On Tuesday, 25 September 2007, the opening day of the General Debate, the Secretary-General and Mrs. Ban Soon-taek will host a welcoming reception in honour of the Heads of State and Government, Vice-Presidents and Crown Princes/Princesses participating in the sixty-second session of the General Assembly and spouses thereof, from 7 to 8.50 a.m. in the North Delegates Lounge. Buffet breakfast will be available.

VII. Official dinner

24. There will be an official dinner hosted by the Secretary-General in honour of the Heads of State/Government attending the sixty-second session of the General Assembly in the Delegates North Lounge on Tuesday, 25 September 2007, at 8.30 p.m. Heads of delegations at levels other than those of Heads of State and Government will also be invited. Invitations will be issued in due course for this event.

VIII. Programme for spouses

25. Mrs. Ban Soon-taek, wife of the Secretary-General of the United Nations, will host two social events for the spouses of Heads of State and Government, Vice-Presidents and Deputy Prime Ministers participating in the sixty-second session of the General Assembly:

- A tea reception on Tuesday, 25 September 2007, at 4.30 p.m., at the official residence of the Secretary-General, 3 Sutton Place. The spouses of Cabinet Ministers attending the general debate are also invited to this reception.
- A visit to the Museum of Modern Art on Wednesday, 26 September 2007. A continental breakfast will be served from 9.30 to 10 a.m. The private tour will begin promptly at 10 a.m. and will last about one hour. For logistical reasons, only spouses of Heads of State and Government, Vice-Presidents and Deputy Prime Ministers are invited to join Mrs. Ban for the visit to the Museum of Modern Art.

26. It is essential for the Chief of Protocol to be notified, at the earliest convenience of Permanent Representatives, of the presence of spouses of Heads of State/Government, Crown Princes and Princesses, Vice-Presidents, Deputy Prime Ministers and Cabinet Ministers in New York in order to expedite all the necessary arrangements.

IX. Security arrangements

Access to the United Nations Headquarters complex

27. The Headquarters complex will be closed to the public from 4 p.m. on Friday, 21 September 2007, through close of business on Wednesday, 3 October 2007. Access to the United Nations complex during the high-level meetings will be restricted. Outside messengers and guests will not be admitted. This should be taken into account when scheduling all appointments and meetings during the above-

mentioned period. Since access to the premises will not be granted to family members, staff and delegations should make all necessary arrangements in advance in that regard. Representatives of non-governmental organizations, the media, affiliates and interns will use the 46th Street crossing point and will be directed north to the 47th Street gate to the North Lawn tent facility for accreditation and security screening. During the Secretary-General's high-level event on Monday, 24 September, representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket will have access to the premises. During the period of the general debate from Tuesday, 25 Sept nber, to Wednesday, 3 October, representatives of non-governmental organizations will not be granted access to the premises. Retirees will not be granted access to the premises from Saturday, 22 September, to Wednesday, 3 October 2007.

28. Grounds passes for all delegations (Member States or Observers) will be issued at the Pass and Identification Office, room U-100 of the UNITAR Building, at 801 United Nations Plaza. For grounds passes for national security officers accompanying VIPs, please contact Captain William Ball, Security and Safety Service ((212) 963-7531; see annex II, for sample request for grounds pass for security staff).

29. Any questions should be directed to the Deputy Chief of the United Nations Security and Safety Service, Kevin O'Hanlon (tel: (917) 367-5791) or the Officer-in-Charge of Uniformed Operations, Inspector Clarence Pugh (tel: (212) 963-9339). The Joint Law Enforcement Command Center will be located in room GA-101 (tel: (212) 963-0368/0369).

30. It must be emphasized that access to the United Nations will be denied to anyone who is not in the above-mentioned categories and who is not wearing a valid grounds pass. To avoid last-minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations.

Access to restricted areas

31. Within the United Nations complex, there will be certain further restrictions on movements. Restricted areas have been designated, encompassing the entire second floor of the General Assembly and Conference Buildings, including the North Lounge. Bilateral booths will be provided on the second, third and fourth balconies of the General Assembly Hall and in the General Assembly Public Lobby.

32. During the high-level meetings of the General Assembly from 21 to 24 September, for security reasons, access to the restricted areas will be based on the regular delegates passes as well as secondary colour-coded access cards. The Protocol Accreditation Unit will issue to every Permanent Mission the following package: six cards of one colour for access to the General Assembly Hall and four cards of a different colour for access to the second floor of the General Assembly and Conference Buildings. All secondary colour-coded access cards will be valid only for the duration of the high-level meetings and the general debate.

33. During the general debate, special protocol tickets for the General Assembly Hall will be issued for members of delegations on a limited basis: up to 15 seats in the VIP sections A or B on the second floor; a few seats, depending on availability, in a reserved area on the third floor; and a few more seats in the balcony on the fourth floor. The seats allocated in VIP section A will only be for the duration of the address of the Head of Delegation at the plenary meeting. Written requests for such

tickets for the General Assembly Hall, specifying the names and titles of all attendees (including the spouse of the dignitary speaking), should be faxed to Chief of Protocol at least one week in advance ((212) 963-1921) or delivered to the Protocol and Liaison Service in room S-0201. Guests of delegations with tickets to sections A and B in the General Assembly Hall who are not in possession of a regular United Nations grounds pass must enter United Nations Headquarters via the Visitors Entrance. Special protocol tickets should be collected two days prior to the address by the Head of Delegation at the plenary meeting.

34. Colour-coded secondary access cards for the Secretary-General's high-level event on Monday, 24 September, and for the sixty-second general debate should be collected from the Protocol and Liaison Service, room S-0201P (tel.: (212) 963-7181).

35. The hours of operation of the Pass and Identification Office and the Pass and Identification Tent of the Security and Safety Service during the high-level meetings and the general debate will be as follows:

Saturday, 15 September	1000-1800 hours
Sunday, 16 September	1000-1800 hours
Monday, 17 September	0800-1800 hours
Tuesday, 18 September	0800-1800 hours
Wednesday, 19 September	0800-1800 hours
Thursday, 20 September	0800-1800 hours
Friday, 21 September	0800-1800 hours
Saturday, 22 September	1000-1800 hours
Sunday, 23 September	1000-2000 hours
Monday, 24 September	0700-2000 hours
Tuesday, 25 September	0700-1800 hours
Wednesday, 26 September	0800-1800 hours
Thursday, 27 September	0800-1800 hours
Friday, 28 September	0800-1800 hours
Saturday, 29 September	Closed
Sunday, 30 September	Closed
Monday, 1 October	0900-1700 hours
Tuesday, 2 October	0900-1700 hours
Wednesday, 3 October	0900-1700 hours
Thursday, 4 October	Pass and ID Unit will revert to normal operation at the Main Pass Office.

X. Arrangements for bilateral meetings

Facilities

36. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the General Assembly Public Lobby and on the second, third and fourth balconies of the General Assembly Building (for contact information, see sect. XVI below).

Reservation system

37. A reservation system has been established through eMeets (emeets.un.org) as of 27 August 2007 in order to provide equitable and efficient use of the facilities, and is accessible to all Permanent and Observer Missions for this purpose. The electronic request should specify the date and time of the meeting and should include the name of the other delegation participating in the bilateral meeting. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

38. Electronic acknowledgement of receipt of each request will be given shortly after submission. Confirmation of room assignments will be provided one day prior to the meeting. Depending on the programme, every effort will be made to keep a delegation's appointments in the same room. Last-minute requests will be accepted subject to availability of space until 6 p.m. on the day prior to the meeting.

XI. Treaty signature/ratification event

39. In order to facilitate signature, ratification or accession to multilateral treaties deposited with the Secretary-General during the sixty-second session of the General Assembly, special arrangements will be made, including media coverage, for a treaty signature/ratification event from 25 to 27 September and on 1 and 2 October 2007 in the area near the Delegates Entrance on the ground floor of the General Assembly Building, immediately to the right of the escalators. Appointments for signature, ratification or accession should be arranged well in advance with the Treaty Section (contact Sherry Holbrook or Bradford Smith at (212) 963-5047). Those countries intending to sign, ratify or accede to a treaty must submit copies of their instruments of full powers, if required, or their instruments of ratification or accession to the Treaty Section for review **before 14 September 2007 at the latest**. Copies of instruments may be faxed to the Treaty Section at (212) 963-3693.

40. Information relating to the Focus 2007 Treaty Event can be obtained from the United Nations Treaty Collection at http://untreaty.un.org. This includes the letter of invitation from the Secretary-General; the annual publication on the core treaties relating to this year's theme, "Towards universal participation and implementation: a comprehensive legal framework for peace, development and human rights"; a list of all multilateral treaties deposited with the Secretary-General; and procedural information. As is customary, it will be possible to undertake treaty actions with regard to any treaty deposited with the Secretary-General during the Treaty Event.

41. It is recommended that delegations, in addition to the Head of State/Government or Foreign Minister, be limited in size. It should be noted that it is

the responsibility of the delegation to escort the representative who will be undertaking the relevant treaty action to the venue five minutes prior to the scheduled appointment. A Protocol Officer will greet and escort dignitaries (Head of State/Government, Vice-President, Crown Prince and Princess) from the escalators at the Delegates Entrance.

42. In order to have access to the premises during the Focus 2007 Treaty Event, national and international media must have previously obtained proper media accreditation from the Media Accreditation and Liaison Unit of the Department of Public Information (**contact Aberash Zewde at (212) 963-7463** or consult http://www.un.org/media/accreditation for additional information in this regard). Delegations are requested to designate an individual as a focal point for purposes of this event.

XII. Media arrangements and services

43. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the sixty-second session of the General Assembly without additional accreditation. All others will be asked to submit, in advance of the General Assembly, an online media registration form, which is available at http://www.un.org/media/accreditation/form/index.html. Please note that all media applying for accreditation online will receive e-mail notifications as to the status of their application. Also, all media submitting the registration form will be required to submit a letter of assignment from their Bureau Chief or Editor-in-Chief, addressed to the Media Accreditation and Liaison Unit and faxed to (212) 963-4642. Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's license or state ID) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are available at www.un.org/media/accreditation.

44. Please refer to the above-mentioned website for details regarding accreditation requirements, media access to the United Nations Secretariat, and liaison services for coverage of open and bilateral meetings, press conferences and briefings.

45. All members of the media corps accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, addressed to the Media Accreditation and Liaison Unit, attached to an official letter from the Permanent Mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
United Nations
Fax: (212) 963-4642

46. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photographs taken and be issued a United Nations grounds pass upon presentation of national passports and valid photo identification.

Location and work hours of the Media Accreditation Office

47. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

48. From Friday, 14 September, to Friday, 5 October, the Media Accreditation Office will be located in a tent on the North Lawn of the United Nations Headquarters, near the 48th Street entrance (south-east corner of First Avenue and 48th Street).

49. The hours of operation for the days immediately before and during the opening of the sixty-second session of the General Assembly and general debate will be as follows:

Saturday, 15 September	1000 to 1800 hours
Sunday, 16 September	1000 to 1800 hours
Monday, 17 September	0800 to 1800 hours
Tuesday, 18 September	0800 to 1800 hours
Wednesday, 19 September	0800 to 1800 hours
Thursday, 20 September	0800 to 1800 hours
Friday, 21 September	0800 to 1800 hours
Saturday, 22 September	1000 to 1800 hours
Sunday, 23 September	1000 to 2000 hours
Monday, 24 September	0700 to 2000 hours
Tuesday, 25 September	0700 to 1800 hours
Wednesday, 26 September	0800 to 1800 hours
Thursday, 27 September	0800 to 1800 hours
Friday, 28 September	0800 to 1800 hours
Monday, 1 October to Friday, 5 October	0800 to 1800 hours

As of Monday, 8 October 2007, all pass and ID operations will resume at the Main Pass Office on the corner of 45th Street and First Avenue from 9 a.m. to 4.30 p.m.

50. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

51. All media representatives will be required to present a valid United Nations grounds pass to the United Nations security officers at the gate. The designated press entrance is at 47th Street and First Avenue.

52. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays, and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

53. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, audio outlets and wireless Internet. The Ex-Press Bar on the third floor of the General Assembly Building will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth which will be assigned to them on a rotational basis. Those locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the Plenary Hall.

54. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system (eight channels) for listening
- Video and audio distribution for external recording

55. An information desk will be staffed in the media overflow/working area from 19 September 2007 to assist journalists. For queries, call the Media Centre at (212) 963-9611/9612/9613.

United Nations audio-visual materials

56. United Nations photos will be available from URL: www.un.org/av/photo. Digital photos are available as soon as the images are acquired and processed. Prints of the morning coverage will be available during the afternoon of the same day and prints of the afternoon coverage the following morning. Nominal fees for the issuance of prints may apply. Please direct all photo inquiries and requests to the United Nations Photo Library (e-mail: photolibr@un.org; room S-805 L; tel: (212) 963-6927/0034; fax: (212) 963-1658/3430).

57. Live pool United Nations Television coverage is available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-56; tel: (212) 963-7650; fax: (212) 963-3860). A detailed schedule of live and ENG coverage will be made available to broadcast clients in advance.

58. Videotapes of speeches will be available for a fee in NTSC VHS and NTSC Betacam SP. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. To request a videotape, contact the United Nations Video Library (room 2B-66 (second basement); tel: (212) 963-1561/1563; fax: (212) 963-3860/4501; e-mail: gonzalezm@un.org; fong@un.org; or tanj@un.org (please direct requests to all three e-mail addresses to ensure prompt attention)).

59. Digital audio files, audio cassettes or CDs of the coverage proceedings are available as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27; tel: (212) 963-9272/9268/9269/7662; fax: (212) 963-3860). Audio is normally available in the original language in which the statements were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one cassette or CD of each statement free of charge. Additional copies, back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13 C; tel: (212) 963-7658).

60. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org, and martinich@un.org (please direct requests to both e-mail addresses to ensure prompt attention).

Internet

61. The United Nations website, through a dedicated portal webpage (http://www.un.org/ga), will provide coverage of the General Assembly meetings, conferences, press briefings and events in the six official languages, including background information, press releases, news stories, documents, photos and access to radio programmes, webcast videos and statements.

62. The United Nations News Centre (www.un.org/news) will serve as the main portal for United Nations news and will be continuously updated. It will provide a wide array of links to related source materials, including press releases, selected reports and statements of the Secretary-General, General Assembly presidential statements, and other documents on major issues. Visitors to the United Nations News Centre can also subscribe to a free e-mail news alert service that will bring stories on the latest United Nations developments straight to their mailboxes or desktops.

63. The United Nations Webcast service (at www.un.org/webcast) will provide daily live and on-demand broadcasting over the Internet of General Assembly open meetings, conferences, press briefings and events. The meetings will be covered live in English and the original language of the speaker (floor). The archived webcast video will be made available on the Webcast website, along with the text of statements. In order to facilitate timely availability of statements on the website, delegations should send them via e-mail to webcast@un.org. Alternatively, clear copies of statements printed on one side of the paper should be dropped off at room S-1037A. Queries should be directed to the United Nations Webcast at (212) 963-6733.

Pool coverage

64. Nearly all visual media coverage will be done by selected media pools due to logistics and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

65. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State or Government will be able to cover all activities of their delegation, if approved by their delegations.

66. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the General Assembly Hall during speeches. Those operations will be coordinated from the third floor Liaison Desk in the General Assembly Building. To contact the Media Liaison Desk, call (212) 963-7756/3353.

Tickets to the press gallery in the General Assembly Hall

67. There are 53 seats available for media representatives in the press gallery of the General Assembly Hall. The Media Liaison Desk on the third floor will distribute tickets on a first-come first-served basis 30 minutes before the meeting.

Copies of speeches for the press

68. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 100 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B) and an additional 100 copies to the Media Documents Counter, room S-394, in the third floor press area (tel: (212) 963-7165/7166). No photocopying facilities will be available for this purpose.

United Nations press release coverage

69. The Department of Public Information will provide press release coverage in English and French of open meetings of the high-level events and of the sixty-second session of the General Assembly. Press releases may be obtained from the media overflow/working area, the Media Documents Counter in the third floor press area or the United Nations website (www.un.org/apps/pressreleases). Further queries should be directed to the Press Service (tel: (212) 963-7211/2360 (English); (212) 963-7191 (French)).

Background material and other queries

70. For media materials on the high-level plenary meeting and General Assembly key issues, see the United Nations website (www.un.org). The site will also provide up-to-date information about documents, the overall programme, special events, non-governmental organization activities and a listing of live webcasts of certain segments of events.

71. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information (tel: (212) 963-5851/2932/8264; e-mail: mediainfo@un.org).

72. The General Assembly website is located at http://www.un.org/ga.

Briefings and news conferences

73. Daily noon briefings will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily Media Alert, which is updated regularly and available at http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General at (212) 963-7707/7160/7161.

Coverage of bilateral meetings

74. Photo opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attachés of the respective Member States. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the Media Liaison Desk of such opportunities and the media will then be escorted by a Liaison Officer. The Media Liaison Desk is situated on the third floor outside the General Assembly Hall.

Coverage of treaty signature/ratification events

75. Media representatives will be able to cover the signature and ratification of treaties during the high-level plenary meetings from a special platform near the Delegates Entrance (ground level). There will be space for a limited number of photographers. Photographers will be escorted from the Media Liaison Office (S-250) or the Media Liaison Desk, behind the General Assembly Hall.

XIII. Medical services

76. The United Nations Medical Service operates a walk-in clinic from 9 a.m. to 6 p.m. The clinic is located on the fifth floor of the Secretariat Building. In addition, during the high-level plenary meetings, a first-aid station/satellite of the Service will be set up on the second floor of the Conference Building adjacent to the elevator, in front of room C-202.

77. Physicians travelling with Heads of State or Government may contact the head nurse if they have special needs or if they need to view the facilities available at the Medical Service (Head nurse: Neomy Mantin; tel. (917) 367-3627).

XIV. Host country liaison

78. All enquiries concerning host country matters should be directed to Russell F. Graham at the United States Mission to the United Nations (regular business hours: (212) 415-4330; after hours: (212) 415-4444).

XV. Additional information and briefing sessions

79. If the need arises to update and expand the information contained herein, additional information may be issued. In addition, question-and-answer sessions for

interested delegations may be arranged in the weeks leading up to the high-level meetings.

80. In the lead-up to the high-level meetings, the following documents have been or will be issued:

(a) Note verbale from the Protocol and Liaison Service on protocol/accreditation arrangements;

(b) Note verbale on bilateral meeting arrangements;

(c) Press kit for the sixty-second session of the General Assembly;

(d) *Delegates Handbook*;

(e) Information circular to media.

XVI. Focal points for arrangements related to the high-level plenary meetings

Plenary meeting secretariat:	Ion Botnaru (212) 963-2336
Meeting servicing:	Valeri Kazanli (212) 963-3657
Secretary-General's climate change team:	Georgios Kostakos (212) 963-1466
Facilities for bilateral meetings:	Martin Garratt (212) 963-9252 Fax: (917) 367-3007
Protocol:	Paulose T. Peter (212) 963-7175/7179 Fax: (212) 963-1921
Delegation accreditation and access:	Marybeth Curran (212) 963-7181 Fax: (212) 963-1921
Security:	Kevin O'Hanlon (917) 367-5791 Fax: (917) 367-7032
	Inspector Clarence Pugh (212) 963-9339 Fax: (212) 963-9775
Media:	Gary Fowlie (212) 963-6934 Fax: (212) 963-4642
	Dan Shepard (212) 963-9495 Fax: (212) 963-1186

Annex I

United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

BILATERAL ROOM RESERVATION FORM
62nd Session of the General Assembly
24 September to 3 October, 2007

MISSION:	
CONTACT PERSON:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

DATE OF MEETING	TIME		Meeting with DELEGATION of:	LEVEL
	From	To		

N.B.: Each meeting room accommodates a maximum of 8 persons. 20 minutes are allotted per bilateral meeting, with 10 minutes between meetings. Please indicate starting and ending times. Please also indicate the delegation with whom you are meeting as well as the level of the meeting, whether Head of State, Head of Government, Ministerial or other. Requests should be submitted at the latest by 6 p.m., one day before the meeting.

Please fax the completed form to (917) 367-3007, Bilateral Coordinator, Meetings Servicing Unit, Department for General Assembly and Conference Management (tel: (212) 963-9252)

Annex II

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance_____ Renewal_____ Duplicate_____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official Seal Date Authorized Signature

_____

Print Name

(To be completed by the Special Services Unit)

Code / Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration Date: _____

Approved by: _____ Date: _____

Proof of Identification (Must be presented at the Pass and Identification Unit)_____

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

Sixty-Second Session of the General Assembly

September 2007

Delegation of _____

Head of State: _____

or

Head of Government: _____

or

Head of Delegation: _____

Title: _____

Date of Arrival to New York: _____

Date of Departure from New York: _____

Name of Spouse (if present): _____

(First name) (Last name)

Contact at the Permanent Mission: _____

Phone number of contact: (office) _____ (cell) _____

Please return to the Protocol and Liaison Service (room S-0201; fax: (212) 963-1921).

Annex IV

UNITED NATIONS

Participation in social events
Sixty-second session of the General Assembly

Delegation of: _____

1. Welcome Reception hosted by the Secretary-General and Mrs. Ban Soon-taek
(North Delegates' Lounge, 25 September, 7:00 – 8:50 am)

Head of State H.E. _____
or
Head of Government H.E. _____
or
Vice-President H.E. _____
or
Crown Prince H.E. _____

Accompanied by spouse: ☐ Yes ☐ No

Name of spouse: _____
(First name) (Last name)

With interpreter: ☐ Yes ☐ No **(Must have interpreter's pass & special access card for 2nd floor)**

2. State dinner (stag) hosted by the Secretary-General
(North Delegates' Lounge, 25 September, 8:30 pm)

Head of State H.E. _____
or
Head of Government H.E. _____
or
Vice-President H.E. _____
or
Crown Prince H.E. _____
or
Head of Delegation H.E. _____

Title of Head of Delegation: _____

With interpreter: ☐ Yes ☐ No **(Must have interpreter's pass & special access card for 2nd floor)**

Dietary restrictions, if any: _____

Contact at Mission: _____ Office phone: _____ Cell phone: _____

Please fax this form to the Protocol and Liaison Service, attention Ms. Martha Ochoa, by Monday, 10 September 2007 at the latest (fax: (212) 963-1921; tel: (212) 963-7175; email: ochoam@un.org).
This form may be accessed at the Protocol and Liaison Service website at http://missions.un.int/protocol.